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23 January 1956

MEMORANDUM FOR: Chief, Signal Center

SUBJECT: Cable Releasing Authority

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1. [] is the emergency contact for personnel located at other than headquarters in the II. From time to time it is necessary to communicate with field personnel for emergency reasons during off-duty hours. We would appreciate it if a system could be worked out whereby [] Project Security Officer, could be designated as emergency releasing officers for cable traffic, in order that necessary cables may be initiated during off-duty hours when the occasion demands.

2. We have in mind a procedure something similar to the following: Upon receipt of an emergency call, it would be possible to telephone the watch officer in Signal Center and dictate to him a cable which he could immediately transmit. Confirmation as to the identity of the person calling the watch officer could be arranged by having the watch officer merely call the originator of the message on his telephone number.

3. Although we have only had a few cases wherein emergency action has been necessary up until this time, with the increasing number of personnel it must be anticipated that emergencies will similarly increase.

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[]
Assistant Administrative Officer

ADM:bm

0 & 1 - Addressee

1 - RBW

1 - WTL

1 - cable procedures file

1 - chron

150000